



# Haryana Government Gazette

## EXTRAORDINARY

Published by Authority

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No. 208-2018/Ext.] CHANDIGARH, THURSDAY, DECEMBER 13, 2018 (AGRAHAYANA 22, 1940 SAKA)

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HARYANA ELECTRICITY REGULATORY COMMISSION  
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### Notification

The 13th December, 2018

### Service Regulations for Staff of the Commission

**Regulation No. HERC/41/2018.**— In exercise of powers conferred by Section 91 of the Electricity Act, 2003 and in supersession of Haryana Electricity Regulatory Commission (Officer and Employees Condition of Service) Regulations 1999 as well as Haryana Electricity Regulatory Commission Regulations 2011, the Haryana Electricity Regulatory Commission, with the approval of the State Government, do hereby make the following regulations, namely:-

### CHAPTER I

### PRELIMINARY

#### 1. Short Title and Commencement -

- a. These regulations may be called the Haryana Electricity Regulatory Commission (Officer and Employees Condition of Service) Regulations, 2016.
- b. These regulations shall come into force from the date of publication of notification in the official gazette.

#### 2. Application-

These regulations shall apply to staff of Haryana Electricity Regulatory Commission mentioned in Regulation 7 of these regulations:-

Provided that every officer or other employee of the Commission appointed to a post before the commencement of these regulations and performing duties attached to the post, shall on such commencement be deemed to have been appointed under the relevant provisions of these regulations to the same post as he was holding immediately before such commencement.

**3. Definitions -**

In these regulations, unless the context otherwise requires,

- (a) "Act" means the Electricity Act 2003;
- (b) "Appointing Authority", means –
  - (i) Commission, in respect of all posts equivalent to Group A posts under the Haryana Government
  - (ii) Chairperson, in respect of all posts equivalent to Group B and C posts under the Haryana Government
  - (iii) Secretary in respect of all posts equivalent to Group D posts under the Haryana Government and
- (c) "Chairperson" means the Chairperson of the Commission;
- (d) "Commission" means the Haryana Electricity Regulatory Commission;
- (e) "Disciplinary Authority" means -
  - (i) Chairperson, in respect of all posts equivalent to Group A ,B and C posts under the Haryana Government
  - (ii) Secretary in respect of all posts equivalent to Group D posts under the Haryana Government
- (f) "Function" means and includes all work related to activities of the Commission;
- (g) "Member" means a Member of the Commission;
- (h) / Non-Government organizations e.g. Universities, recognized research institutions, public sector undertakings etc. on Deputation on foreign service terms to the "Staff" includes both officers and employees of all categories appointed whether on regular basis or on Deputation on foreign service terms or permanent absorption or on short-term contract basis;
- (i) "Short term Contract" means the method of recruitment of officers/officials belonging to Government Commission for a limited period or recruited on contract basis after retirement for a specific term.
- (j) "Recognized University" means:-
  - (i) Any University incorporated by Law in India; or
  - (ii) In the case of degree, diploma or certificate obtained as a result of examination held before the 15th August, 1947, the Punjab, Sind or Dhaka University; or
  - (iii) Any other University, which is declared by the Government to be a recognized University for the purpose of these Regulations.
- (k) "Institution" means: -
  - (i) any institution, established by law in force in the State of Haryana; or
  - (ii) any other institution recognized by the Government for the purpose of these regulations.
- (l) "Service" means the Haryana Electricity Regulatory Commission (Officers and Employees conditions of Service) Service;

Words and expressions used in these regulations but not defined, shall have the same meaning as respectively assigned to them under the Act.

**4. Nationality, domicile and character of a person to be appointed in the Commission**

- (1) No person shall be appointed to any post in the Commission, unless he is:
  - (a) a citizen of India; or
  - (b) subject of Nepal; or
  - (c) a subject of Bhutan; or
  - (d) a Tibetan refugee who came over to India before the 1st day of January 1962, with intention of permanently settling in India; or

- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India;

Provided that a person belonging to any of the categories b), c), d) or e) above shall be a person in whose favour a certificate of eligibility has been issued by the competent authority and presented before the Commission.

- (2) All appointments under these regulations shall be subject to verification of character and antecedents, as per the Haryana Government instructions issued from time to time.
- (3) No person shall be appointed to any post in the Commission by direct recruitment, unless he produces a certificate of character from the Principal/Academic Officer of the university, college, school or institution last attended, if any, and similar certificate from two other responsible person, not being his relatives, who are well acquainted with him in his private life are unconnected with his university, college, school or institution.

#### **5. Age Limit—**

No person shall be appointed to any post in the Commission by direct recruitment who is less than 17 years or more than 55 years of age on or before the last date of submission of application to the Commission.

Provided the age of a person to be appointed on contract basis shall not be more than 62 years of age at the time of recruitment. The contract can be extended by the Commission in case of outstanding performance of the person concerned provided he is medically declared fit by the competent authority.

Provided further that no employee of Group C and D category appointed on contract basis shall be retained in service after attaining the age of 60 years.

**CHAPTER II****CLASSIFICATION OF POSTS / SANCTIONED STRENGTH****6. Classification of Posts** - The posts in the Commission shall be classified as follows:-

<b>Sl. No.</b>	<b>Description</b>	<b>Classification of Posts</b>
1.	A post carrying a pay or a scale of pay with a maximum of not less than Rs.67,000 + Grade Pay of Rs. 8000/-.	Equivalent to Group "A" as per Haryana Govt.
2.	A post carrying a pay or a scale of pay with a maximum of not less than Rs.34,800 + Rs. 4200/- GP except the post of Section Officer (Accounts).	Equivalent to Group "B" as per Haryana Govt.
3.	A post carrying a pay or a scale of pay with a maximum of not less than Rs.20,200 + Rs. 1900/- GP including the post of Section Officer (Accounts).	Equivalent to Group "C" as per Haryana Govt.
4.	A post carrying a pay or a scale of pay the maximum of which is Rs.7440 + Rs. 1300 GP.	Equivalent to Group "D" as per Haryana Govt.

**7. Sanctioned Strength -**

The sanctioned posts in the Commission shall be categorized in different pay scales as given in the table below, indicating the corresponding levels in the Haryana Government against each category:-

<b>Sr. No.</b>	<b>Designation of post</b>	<b>No. of sanctioned posts</b>	<b>Category of Post</b>	<b>Scale of Pay</b>	<b>Grade Pay</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1	Commission's Secretary	1	Equivalent to Group "A" in Haryana Government	37400-67000	10000
2	Director (Tariff)	1	-do-	37400-67000	10000
3	Director (Technical)	1	-do-	37400-67000	10000
4	Joint Director (Accounts)	1	-do-	37400-67000	8900
5	Joint Director (Economics)	1	-do-	37400-67000	8900
6	Joint Director (Finance)	1	-do-	37400-67000	8900
7	Joint Director (Transmission)	1	-do-	37400-67000	8900
8	Joint Director (Distribution)-I	1	-do-	37400-67000	8900
9	Joint Director (Distribution)-II	1	-do-	37400-67000	8900
10	Joint Director (Law)	1	-do-	37400-67000	8900
11	Deputy Director (Accounts)	1	-do-	37400-67000	8800
12	Deputy Director (Economics)	1	-do-	37400-67000	8800
13	Deputy Director (Finance)	1	-do-	37400-67000	8800
14	Deputy Director (Transmission)	1	-do-	37400-67000	8800
15	Deputy Director (Distribution)-I	1	-do-	37400-67000	8800
16	Deputy Director (Distribution)-II	1	-do-	37400-67000	8800
17	System Manager	1	-do-	37400-67000	8800
18	Law officer	2	-do-	37400-67000	8800
19	Deputy Director (Media)	1	-do-	37400-67000	8000
20	Deputy Secretary (Personnel)	1	-do-	37400-67000	8000
21	Assistant Director (Accounts)	1	Equivalent to Group "B" in Haryana Government	9300-34800	5400
22	Senior Private Secretary	3	-do-	9300-34800	4600
23	Private Secretary	3	-do-	9300-34800	4200

**Part B**

Sr. No.	Designation of post	No. of sanctioned posts	Category of Post	Scale of Pay	Grade Pay
1	2	3	4	5	6
1	Section Officer (Accounts)	1	Equivalent to Group "C" in Haryana Government	9300-34800	4600
2	Personal Assistant	8	-do-	9300-34800	3600
3	Clerical Assistant	3	-do-	9300-34800	3200
4	Caretaker	1	-do-	9300-34800	3200
5	Cashier	1	-do-	9300-34800	3200
6	Senior Scale Stenographer	3	-do-	9300-34800	3200
7	Junior Scale Stenographer	3	-do-	5200-20200	2400
8	Assistant Librarian	1	-do-	5200-20200	2400
9	Driver	6	-do-	5200-20200	2400
10	Clerk	5	-do-	5200-20200	1900
11	Process Server*	1	Equivalent to Group "D" in Haryana Government	4440-7440	1300
12	Peon**	18	-do-	4440-7440	1300

\*The Process server will also look after the work of electrical generator and Rooftop solar power plant.

\*\* The Peons will also work as Peon-cum-Chowkidar, two peons as peon- cum-sweeper and one peon as Peon – cum-Mali etc. as per the requirement.

#### 8. Mode of appointment -

Appointments against the sanctioned posts in the Commission may be made either through direct recruitment or on short-term contract basis or on Deputation on Foreign Service terms or on promotion basis as under:

Sr. No.	Designation of post	Mode of appointment
1	2	3
1	Commission's Secretary	Direct/ Promotion/ Deputation on foreign service terms including short term contract
2	Director (Tariff)	Direct/ Promotion/ Deputation on foreign service terms including short term contract
3	Director (Technical)	-do-
4	Joint Director (Accounts)	-do-
5	Joint Director (Economics)	-do-
6	Joint Director (Finance)	-do-
7	Joint Director (Transmission)	-do-
8	Joint Director (Distribution)-I	-do-
9	Joint Director (Distribution)-II	-do-
10	Joint Director (Law)	-do-
11	Deputy Director (Accounts)	-do-
12	Deputy Director (Economics)	-do-
13	Deputy Director (Finance)	-do-
14	Deputy Director (Transmission)	-do-
15	Deputy Director (Distribution)-I	-do-
16	Deputy Director (Distribution)-II	-do-
17	System Manager	-do-
18	Law officer	-do-
19	Deputy Director (Media)	-do-
20	Deputy Secretary (Personnel)	-do-
21	Assistant Director (Accounts)	-do-
22	Senior Private Secretary	-do-
23	Private Secretary	-do-

**Part-B**

Sr. No.	Designation of post	Mode of appointment
1	2	3
1	Section Officer (Accounts)	Direct/ Promotion/ Deputation on foreign service terms including short term contract
2	Personal Assistant	Direct/ Promotion/ Deputation on foreign service terms including short term contract
3	Clerical Assistant	-do-
4	Caretaker	-do-
5	Cashier	-do-
6	Senior Scale Stenographer	-do-
7	Junior Scale Stenographer	-do-
8	Assistant Librarian	-do-
9	Driver	-do-
10	Clerk	-do-
11	Process Server	-do-
12	Peon	-do-

The appointment on short-term contract basis shall be made initially for a period of one year and maximum upto five years. No extension beyond this period would be considered.

The appointment on Deputation on foreign service terms basis shall be made initially for a period of three years. Extension beyond this period would be considered in consultation with the concerned department/ Power Utilities.

Provided that the staff appointed on Deputation on foreign service terms and willing to get permanently absorbed in the Commission, may on completion of three years of Deputation on foreign service terms exercise their option for permanent absorption in the Commission and the appointing authority may in its discretion, take such decision, as it considers appropriate.

**9. Allocation of posts -**

The inter-se allocation of the sanctioned posts among different functional areas shall be as decided by the Commission from time to time.

**10. Power to keep posts vacant -**

Nothing in regulation 7 shall be construed as requiring the Commission to have at all times, staff serving in all the categories or posts.

**CHAPTER III****PROCEDURE FOR RECRUITMENT AND APPOINTMENT****11. Appointing Authority -**

All appointments of staff shall be made by the appointing authority as specified in clause (b) of regulation 3 of these regulations.

**12. Eligibility criterion for Deputation on foreign service terms -**

The eligibility criterion for appointment other than direct recruitment shall be given in Appendix- 'A' & 'D'.

**13. Eligibility criterion for direct recruitment -**

The eligibility criterion shall be as given in Appendix- 'A'.

- (1) Person appointed to any post in the Service shall remain on probation for a period of two years, provided that:-

If, in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory, it may:-

- (i) dispenses with his services; and
  - (ii) revert him to his former post; or
  - (iii) deal with him in such other manner as per terms and conditions of the appointment letter.
- (2) On the completion of the period of probation of a person the appointing authority may;-
- (a) if his work or conduct has, in its opinion, been satisfactory:-
    - (i) confirm him from the date of his appointment if appointed against permanent vacancy or
    - (ii) confirm him from the date permanent vacancy occurs if appointed against a temporary vacancy; or
    - (iii) declare that he has completed his probation satisfactory, if there is no permanent vacancy; or
  - (b) If his work and conduct has, in its opinion be not satisfactory –
    - (i) dispense with his services, if appointed by direct recruitment or deal with him in such manner as per the terms and conditions of his appointment letter; or
    - (ii) extend his period of probation and thereafter pass such order, as it could have passed on expiry of the first period of probation:

Provided that total period of probation, including extension, if any, shall not exceed three years.

**14. Eligibility criterion for Short-term contract appointment -**

The eligibility criterion for short-term contract appointment shall be as given in Appendix- 'A' & 'D'.

**15. Eligibility criterion for appointment on promotion basis -**

The eligibility criterion for appointment on promotion basis shall be as given in Appendix- 'D'.

- (1) Person appointed to any post in the Service shall remain on probation for a period of one year if appointed otherwise than direct recruitment provided that:-
- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) any period of work in equivalent or higher rank, prior to appointment to the service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this regulation, and
  - (c) Any period of officiating appointment shall be reckoned as period spent on probation but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he/she is appointed against the permanent vacancy/post.

- (2) If, in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory, it may:-
  - (i) revert him to his former post; or
  - (ii) deal with him in such other manner as per terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person the appointing authority may;-
  - (a) if his work or conduct has, in its opinion, been satisfactory:-
    - (i) confirm him from the date of his appointment if appointed against permanent vacancy or
    - (ii) confirm him from the date permanent vacancy occurs if appointed against a temporary vacancy; or
    - (iii) declare that he has completed his probation satisfactory, if there is no permanent vacancy; or
  - (b) If his work and conduct has, in its opinion be not satisfactory –
    - (i) revert him to his former post or deal with him in such manner as the terms and conditions of his previous appointment permit; or
    - (ii) extend his period of probation and thereafter pass such order, as it could have passed on expiry of the first period of probation:

Provided that total period of probation, including extension, if any, shall not exceed three years.

#### 16. Disqualifications. –

- (i) No person
  - (a) who has entered into or contracted a marriage with a person having a spouse living, or
  - (b) who is having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Commission;

Provided that the Commission may, if satisfied, that such marriage is permissible under the personal law, applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this regulation.

- (ii) No person shall be allowed to work in and for any other organization while working in the Commission.

#### 17. Reservations.-

Nothing contained in these regulations shall effect reservations and other concessions required to be provided for Scheduled Castes, Schedule tribes, Backward Classes, Other Backward Classes, Ex-servicemen, Physically Handicapped persons or any other class or category of persons in accordance with the orders issued by the State Govt. in this regard, from time to time:

#### 18. Seniority-

- (1) Seniority, inter-se of Members of the Service shall be determined by the length of continuous service on any post in the Service;

Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre;

Provided further that in the case of Members appointed by direct recruitment, the order of merit determined by the Commission shall not be disturbed in determining the seniority;

Provided further that in the case of two or more Members appointed on the same date, their seniority shall be determined as follows:-

- (a) A member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) A member appointed by promotion shall be senior to a member appointed by transfer;



- (c) In the case of member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) In the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in the previous appointment; and if the rate of pay drawn are also the same then by the length of their Service in the appointment and if the length of such service is also the same, the older member shall be senior to the younger member.

#### **19. Leave, Pension or other matters-**

In respect of Pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Provided further that the concession under Rules 4.2A of Punjab Civil Services Rules Volume-II shall be admissible to the members of the Services for the purpose of addition to Service qualifying for superannuation pension with retrospective effect on the date of their retirement on superannuation on usual terms and conditions as envisaged under the said rules.

#### **Announcement of vacancies -**

The Commission shall announce in such manner, as it deems fit the number of vacancies to be filled by Deputation on foreign service terms/short-term contract basis or through direct recruitment and invite applications for appointment in the Commission. In the case of Deputation on foreign service terms the vacancies shall be circulated to all the departments of the Haryana Government and on short-term contract basis also from non-government organisations e.g. Universities, recognised research institutions, public sector undertakings etc. on Deputation on foreign service terms to the Commission for a limited period. The Commission may also publicise such vacancies through the issue of such advertisements, as it deems fit. In the case of appointment by direct recruitment wide publicity shall be given to the vacancies through the print media.

#### **20. Prescription of forms and conditions for application -**

The Commission may prescribe, as it deems fit, the form in which application shall be submitted, the documents and certificates to be submitted with the application, the mode of submission, the last date for receipt of applications and the designated officer for submission of applications.

#### **21. Processing of Application -**

The Selection Committee shall consider the applications received in the Commission and may shortlist candidates, based on the requirements of the job and the curriculum vitae of the candidates, for further processing.

#### **22. Mode of selection -**

The Selection Committee may prescribe the mode of selection including written test or interview or any other method, for assessing the suitability of the shortlisted candidates.

#### **23. Constitution of Selection Committee -**

There shall be a Selection Committee for short listing the candidates and making recommendations for appointment.

- (a) For selection to all the posts equivalent to Group A posts under the Haryana Govt. mentioned in regulation 7, the Selection Committee shall consist of the following :-
 

Chairman	:	Chairperson of the Commission.
Member	:	Member(s) of the Commission.
Convener	:	One or more subject matter specialists to be nominated by the Commission.
- (b) For selection to all posts equivalent to Group B, C and D posts under the Haryana Govt. mentioned in regulation 7, the Selection Committee shall be constituted by the Commission in each case from time to time.

**24. Select list of candidates -**

On the recommendation of the Selection Committee the appointing authority shall prepare a select list of candidates arranged in order of merit which shall remain valid for a period of one year or for such extended period as the appointing authority may specify.

**25. Selection of candidates -**

- a. Offers of appointment to candidates on the select list shall be issued in the order of merit shown in the select list specifying a time limit within which the candidate must join service, which may be extended at the discretion of the Appointing Authority.
- b. The letter of offer of appointment shall specify the conditions to be fulfilled by the candidate, prior to appointment.
- c. The appointing authority may withdraw its offer of appointment if the selected candidate fails to fulfill any of the conditions prescribed prior to appointment or if the candidate fails to join service within the specified time.
- d. All appointments by direct recruitment shall be subject to verification of character and antecedents.
- e. Where an offer of appointment is withdrawn, in the manner prescribed in clause(c) above, an offer of appointment shall be issued to the candidate next below in the order of merit in the select list.

**CHAPTER IV****26. PAY, ALLOWANCES AND CONDITIONS OF SERVICE****26.1 Pay fixation in respect of Deputationist on foreign service terms and conditions and Short-term contract –**

The scale of pay applicable against each post set out in regulation 7 of these regulations.

- a. In the case of appointments on Deputation on foreign service terms/absorption and short-term contract, the pay shall be fixed as per the standard terms and conditions as prescribed by the Haryana Government from time to time.
- b. Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Children Education Allowance, Leave Travel Concession, Leave, Travelling Allowance/Dearness Allowance, Residential Telephone and reimbursement of Newspapers bills- shall be as prescribed by the Haryana Government from time to time.
- c. Pension/Provident Fund - The provisions of Pension /General Provident Fund as applicable to Haryana Government servants of corresponding level shall apply to the staff of the Commission absorbed permanently.
- d. Medical facilities shall be admissible in accordance with the Haryana Government from time to time.
- e. Any other allowances available in Haryana Government shall accordingly be admissible as per Haryana Government rules.

**26.2 Pay fixation (direct recruitment) -**

The determination of pay and other allowances for the persons appointed through direct recruitment will be as per the Haryana Government rules. The provisions of Pension /General Provident Fund/ Employees Provident Fund as applicable to the Haryana Government servants of corresponding level shall apply to the staff appointed on direct recruitment basis.

- (i) In case of retiree appointed on contract basis for a period of not more than 5 years, then his pay will be fixed as per provisions contained in Chapter 7 of C.S.R. Vol.II.
- (ii) If appointment is direct on contract basis which is not for more than five years, the appointed candidates will be given the minimum of the scale as remuneration alongwith all the facilities which are being given to employees of the Commission as conveyance allowance, telephone facility, TA/DA while on tour etc. with the annual increase of 3% in the basic remuneration .

**26.3 Pay fixation**

The determination of pay and other allowances for the persons appointed on regular basis will be as per the Haryana Government rules. The provisions of Pension/General Provident Fund/ Employees Provident Fund as applicable to Haryana Government servants of corresponding level shall apply.

**26.4 Finalization of terms and conditions on Deputation on foreign service terms/short-term contract:-**

Deputation on foreign service terms and conditions (other than scale of pay) shall be decided mutually by HERC and lending organization. The terms of service, e.g. in relation to Leave Salary contribution, gratuity, pension contribution, GPF etc. may, with the approval of the Chairperson be allowed as admissible to a candidate in his/her parent organization.

**27. Staff on Deputation on foreign service terms/absorption -**

- a. The counting of past service of all staff members on Deputation on foreign service terms or absorption basis from Haryana Government/Public Sector Undertakings/Autonomous bodies, as the case may be, shall be governed as per instructions issued by the Haryana Government from time to time.
- b. Such allowances as are not admissible to the regular employees of corresponding status in the Commission, shall not be admissible to the officer on Deputation on foreign service terms, even if they were admissible in the parent organization.
- c. Staff joining on Deputation on foreign service terms shall be eligible for contribution to the respective Provident Fund to which they are subscribing in their parent organization. Where a Deputationist has been a member of a Contributory Provident Fund the Commission shall bear the cost of the employers contribution as applicable in each case.

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- d. When the Commission determines that the services of the Deputationist are no longer required, he will be repatriated to his parent department even before completion of his sanctioned period of Deputation on foreign service terms as and when a situation arises for premature reversion to the parent cadre of the Deputationist, his services could be so returned after giving advance intimation of reasonable period to the lending Haryana Government Department/ Power Utilities or any other organizations and the employee concerned.

**28. Placement of staff -**

- a. The posting of staff, at any time, shall be as decided by the appointing authority in any post, not lower in the scale of pay than the post for which the staff member was recruited.

A staff member may hold more than one post for which no extra remuneration shall be paid except as otherwise provided by the Haryana Government.

**CHAPTER V****ANNUAL ASSESSMENTS, DISCIPLINARY PROCEEDINGS AND PENALTIES****29. Confidential reports -**

In the matter of the annual confidential reports of staff, the instructions issued by the Haryana Government from time to time in regard to Haryana Government employees will be suitably adapted by the Commission.

**30. Disciplinary proceedings and imposition of penalties -**

In the matter of conduct, discipline and imposition of penalties, the Punjab Government Employees Conduct Rules 1966 and the Punjab Civil Service Rules, as adopted by the Haryana and the instructions issued by the Haryana Government from time to time will apply. The disciplinary authority in each case will be as specified in paragraph 3(e) of these regulations.

In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment & Appeal) Rules 1987 as amended from time to time.

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and Appellate Authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, shall be, such as are specified in Appendix 'B' to these rules.

The Authority Competent to pass an order under clause (c) or clause (d) of rule 9 of the Haryana Civil Services (Punishment & Appeal), Rules, 1987 and Appellate Authority shall be as specified in Appendix 'B' in these regulations.

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**CHAPTER VI**  
**MISCELLANEOUS**

**31. Training -**

- a. Staff may be required to undergo such training as may be prescribed by the Commission.

Provided that the employee on deputation can be deputed for training after one year service and the contractual/direct appointee after two years service in the Commission.

- b. A staff member charged with misconduct during the period of training may be withdrawn from training and should be liable for appropriate disciplinary proceedings, as the appointing authority deems fit. Penalty in such cases may include recovery of the amount spent on the training by the Commission.

**32. Other conditions of service –**

Other conditions of service of the Staff with respect to which no express provision has been made in these rules, shall be such as are applicable to staff of the Haryana Government drawing an equivalent pay.

**33. Power of Relaxation -**

The Commission may, after recording the reasons in writing, relax any of the provisions of these regulations, in appropriate cases, with the prior approval of the Government.

**34. Interpretation -**

If any question arises relating to the interpretation of these regulations, it will be referred to the Commission for examination and decision of the Commission will be final.

By Order of the Commission

(Sd.)...,  
Secretary,  
HERC, Panchkula.

**APPENDIX 'A'***(See Regulation 12,13 & 15)***[POST-WISE QUALIFICATIONS AND EXPERIENCE]****PART A**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Minimum and Required Qualifications and Experience, if any</b>	<b>Additional Desirable qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Commission's Secretary	(1) 10+2 in 1st Division with Economic/ Commerce/Science or its equivalent from recognized Board/ Institution. (2) Degree of Bachelor of law (Professional) on regular basis ,Bachelor of Engineering / Commerce/ Economics/ Science on regular basis from a recognized University/ Institution. (3) Minimum twelve years post qualification professional experience in managing employees, budget and projects. (4) Computer literacy. (5) Matric with Hindi/Sanskrit from recognized Board/ Institution.	LLM or MBA (Finance/ Marketing/ Power) Experience in a government organization.
2	Director (Tariff)	(1) 10+2 in 1st Division with Economic/ Commerce/Science or its equivalent from recognized Board/ Institution. (2) Ph.D. in Economics or Post Graduate degree with 1st Division in Economics with specialization in Micro Economics. or M.Com or Post Graduate in Mathematics with specialization in Operation, Research or Post Graduate in Statistics or Graduate in Power/ Electrical Engineering with MBA Finance from a recognized University/ Institution (3) Twelve years post qualification professional experience in Economic/ Financial/ accounting analysis of which at least five years in managing professional employees. (4) Expert knowledge in tariff-designing and rate marking and adequate experience in the practical development of tariffs. (5) Matric with Hindi/Sanskrit from recognized Board/ Institution.	(1) MBA in Power/Finance/LL.B. (2) Demonstrated knowledge and/ or experience in the power sector. (3) Knowledge of regulatory accounting and general business accounting. (4) Rate making experience in regulated industries.

Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	2	3	4
3	Director (Technical)	<ol style="list-style-type: none"> <li>(1) 10+2 in 1st Division with Science or its equivalent from recognized Board/ Institution.</li> <li>(2) Master Degree in Electrical Engineering /Power Engineering/ Power Technology with 1st Division from AICTE approved University / Institution.</li> <li>(3) Twelve years post qualification experience of professional engineering with at least one year experience at Superintending Engineer (SE) level/holding analogous post on a regular basis in a large power utility/ organization with generation, transmission and distribution in the business of power.</li> <li>(4) Planning/ design/ operational experience in generation, transmission and distribution, with particular experience in all matters related to network reliability and stability, power quality and flows.</li> <li>(5) Computer literacy.</li> <li>(6) Matric with Hindi/Sanskrit from recognized Board/ Institution.</li> </ol>	<ol style="list-style-type: none"> <li>1. MBA (Finance) / Power or Degree in Law from recognized University/ Institution.</li> <li>2. Experience in the development of tariffs in regulated industries and power sector reform in India.</li> <li>3. Management or operational experience in all three utility functional areas i.e. generation, transmission and distribution.</li> <li>4. Experience in commercial issues, or power purchase agreement.</li> </ol>
4	Joint Director (Accounts)	<ol style="list-style-type: none"> <li>(1) 10+2 in 1st Division with Economic/ Commerce/Science or its equivalent from recognized Board/ Institution.</li> <li>(2) Graduate with 1st division from recognized University/ Institution or its equivalent.</li> <li>(3) Ph.D in Commerce/ Finance Management with three years post qualification professional experience OR Post Graduate degree with 1st Division in Commerce with specialization in Micro Economics / Economics OR MBA (Finance) with 1st division on regular basis or Chartered Accountant or ICWA from a recognized University/ Institution with Nine years post qualification professional experience in Accounting in an Organization of repute.</li> <li>(4) Demonstrated capability in generally accepted accounting practices, financial analysis, spreadsheets.</li> <li>(5) Matric with Hindi/Sanskrit from recognized Board/ Institution.</li> </ol>	<ol style="list-style-type: none"> <li>(1) MBA in Power or Degree in Law from a recognized University/ Institution.</li> <li>(2) Experience in employees and budget management.</li> <li>(3) Database capabilities</li> <li>(4) Knowledge of regulatory as well as of commercial accounting</li> <li>(5) Member of the Institute of Chartered Accountants / Institute of Cost Accountants of India.</li> </ol>



Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	2	3	4
5	Joint Director (Economics)	(1) 10+2 in 1st Division with Economic/ Commerce/Science or its equivalent from recognized Board/ Institution. (2) Graduate with 1st division from recognized University/ Institution or its equivalent. (3) Ph.D. in Economics with three years post qualification professional experience OR Post Graduate degree with 1st Division in Economics or MBA (Finance) with 1st division or M.Com with specialization in Micro Economics on regular basis from a recognized University/ Institution with Nine years post qualification professional experience in finance or equivalent in a organization of repute. (4) Demonstrated capability in financial, modeling and spreadsheets analysis. (5) Strong familiarity with theory and practice of tariff design and rate-making. (6) Matric with Hindi/Sanskrit from recognized Board/ Institution.	(1) MBA in Power or Degree in Law. (2) Experience in employees management (3) Database capabilities (4) Knowledge of accounting and principles of finance.
6	Joint Director (Finance)	(1) 10+2 in 1st Division with Economic/ Commerce/Science or its equivalent from recognized Board/ Institution. (2) Graduate with 1st division from recognized University/ Institution or its equivalent. (3) Ph.D in Commerce/ Finance Management with three years post qualification professional experience OR Post Graduate degree with 1st Division in Commerce with specialization in Micro Economics / Economics OR MBA (Finance) in 1st division on regular basis or Chartered Accountant or ICWA from a recognized University/ Institution with Nine years post qualification professional experience in Accounting in an Organization of repute. (4) Demonstrated capability in financial, modeling and spreadsheets analysis. (5) Matric with Hindi/Sanskrit from recognized Board/ Institution.	(1) MBA in Power or Degree in Law from a recognized University/ Institution. (2) Experience in employees and budget management. (3) Database capabilities (4) Knowledge of regulatory as well as of commercial accounting (5) Member of the Institute of Chartered Accountants/ Institute of Cost Accountants of India.

Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	2	3	4
7 to 9	<p>Joint Director (Transmission)</p> <p>Joint Director (Distribution) - I (Power Procurement &amp; System Operation)</p> <p>Joint Director (Distribution) -II</p>	<p>(1) 10+2 in 1st Division with Science or its equivalent from recognized Board/ Institution</p> <p>(2) M. Tech in Electrical / Power Engineering or Mechanical Engineering or MBA in Power Management with 1st division on regular basis from AICTE approved University/ Institution.</p> <p>(3) Nine years post qualification professional experience with a minimum of one year at the Executive Engineer level in a large power utility / organization with generation, transmission and distribution facilities.</p> <p>(4) Depending on whether the Joint Director position is for transmission, distribution, or power procurement systems operations, the candidate should have significant design / planning / operational experience in one of the following areas:</p> <p>(a) <b>For the post of Joint Director (Transmission):</b> Planning and operation with particular experience in net work reliability, stability, power quality and flows;</p> <p>(b) <b>For the post of Joint Director (Distribution):</b> Planning and operation, network, reliability as well as commercial aspects of distribution (metering, billing, collection etc);</p> <p>(c) <b>Power Procurement / System Operations:</b> Competitive procurement, power purchase agreement, least-cost planning, scheduling, dispatch and knowledge of Law.</p> <p>(5) Computer literacy.</p> <p>(6) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p>	<p>(1) Ph.D holder in Power Engineering or Degree in Law on regular basis from recognized Universities / Institution.</p> <p>(2) Familiarity with electricity tariff issues and power sector reform.</p> <p>(3) Power procurement/ systems operations- competitive procurement, power least-cost planning scheduling and dispatch.</p>

Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	2	3	4
10	Joint Director (Law)	<p>(1) 10+2 in 1st Division with Economics/Commerce/ Science or its equivalent from recognized Board/ Institution.</p> <p>(2) Degree of Bachelor of Laws(Professional) on regular basis with 1st division from recognized University/ Institution.</p> <p>(3) Should have enrolled as an advocate with Bar Council.</p> <p>(4) A minimum of Nine years post qualification experience in managerial capacity in the upper bracket of any middle level managerial position in any reputed law firm/ suitable organization that deals inter-alia with power sector matter.</p> <p>or</p> <p>A minimum of Nine years post qualification experience of independent practice of law in any High Court with exposure to dealing the power sector matter</p> <p>or</p> <p>A minimum of Nine years post qualification experience in any constituted Judicial Service</p> <p>or</p> <p>A minimum of Nine years post qualification experience as Director/ Additional Director/ DA in Prosecution Department, Haryana or Law Officer in CERC/SERCs.</p> <p>Or</p> <p>A minimum of Nine years post qualification experience as Professor in the Department of Law in any recognized University /Institution.</p> <p>Or</p> <p>A minimum of Nine years post qualification experience of independent practice of law or LLM degree with 1st division/ CGP 7.5 on regular basis from recognized University/ Institution with seven years practice of law in any High Court with exposure to dealing the power sector matter.</p> <p>(5) Excellent communication skills.</p> <p>(6) Computer literacy.</p> <p>(7) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p>	<p>(1) PhD in Law/ LLM or MBA (Power/Finance) from recognized University / Institution on regular basis.</p> <p>(2) Legal practice in power sector.</p> <p>(3) Exposure to regulatory activities in Power Sector.</p>

Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	2	3	4
11	Deputy Director (Accounts)	<ol style="list-style-type: none"> <li>(1) 10+2 in 1st Division with Economic/ Commerce/Science or its equivalent from recognized Board/ Institution.</li> <li>(2) Graduate with 1st division from recognized University/ Institution or its equivalent.</li> <li>(3) Ph.D in Commerce / Finance Management with two years post qualification professional experience OR Post Graduate degree with 1st Division in Commerce with specialization in Micro Economics / Economics OR MBA (Finance) with 1st division on regular basis or Chartered Accountant or ICWA from a recognized University/ Institution with five years post qualification professional experience in Accounting in an Organization of repute.</li> <li>(4) Demonstrated capability in generally accepted accounting practices, financial analysis, spreadsheets.</li> <li>(5) Matric with Hindi/Sanskrit from recognized Board/ Institution.</li> </ol>	<ol style="list-style-type: none"> <li>(1) MBA in Power or Degree in Law from a recognized University/ Institution.</li> <li>(2) Experience in employees and budget management.</li> <li>(3) Database capabilities</li> <li>(4) Knowledge of regulatory as well as of commercial accounting</li> <li>(5) Member of the Institute of Chartered Accountants/ Member of Cost Accountants of India.</li> </ol>
12	Deputy Director (Economics)	<ol style="list-style-type: none"> <li>(1) 10+2 in 1st Division with Economic/ Commerce/Science or its equivalent from recognized Board/ Institution.</li> <li>(2) Graduate with 1st division from recognized University/ Institution or its equivalent.</li> <li>(3) Ph.D. in Economics with two years post qualification professional experience OR Post Graduate degree with 1st Division in Economics or MBA (Finance) with 1st division or M.Com with specialization in Micro Economics on regular basis from a recognized University/ Institution with five years post qualification professional experience in finance or equivalent in a organization of repute.</li> <li>(4) Demonstrated capability in financial, modeling and spreadsheets analysis.</li> <li>(5) Strong familiarity with theory and practice of tariff design and rate-making.</li> <li>(6) Matric with Hindi/Sanskrit from recognized Board/ Institution.</li> </ol>	<ol style="list-style-type: none"> <li>(1) MBA in Power or Degree in Law.</li> <li>(2) Experience in employees management</li> <li>(3) Database capabilities</li> <li>(4) Knowledge of accounting and principles of finance.</li> </ol>

Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	2	3	4
13	Deputy Director (Finance)	<p>(1) 10+2 in 1st Division with Economic/ Commerce/Science or its equivalent from recognized Board/ Institution.</p> <p>(2) Graduate with 1st division from recognized University/ Institution or its equivalent.</p> <p>(3) Ph.D in Commerce/ Finance Management with two years post qualification professional experience OR Post Graduate degree with 1st Division in Commerce with specialization in Micro Economics / Economics OR MBA (Finance) in 1st division on regular basis or Chartered Accountant or ICWA from a recognized University/ Institution with Five years post qualification professional experience in Accounting in an Organization of repute.</p> <p>(4) Demonstrated capability in financial, modeling and spreadsheets analysis.</p> <p>(5) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p>	<p>(1) MBA in Power or Degree in Law from a recognized University/ Institution.</p> <p>(2) Experience in employees and budget management.</p> <p>(3) Database capabilities</p> <p>(4) Knowledge of regulatory as well as of commercial accounting</p> <p>(5) Member of the Institute of Chartered Accountants / Institute of Cost Accountants of India</p>
14 to 16	<p>Deputy Director (Transmission)</p> <p>Deputy Director (Distribution)-I (Power Procurement/ System operations, and</p> <p>Deputy Director (Distribution)-II</p>	<p>(1) 10+2 in 1st Division with Science or its equivalent from recognized Board/ Institution</p> <p>(2) M. Tech in Electrical / Power Engineering or Mechanical Engineering or MBA in Power Management with 1st division on regular basis from AICTE approved University/ Institution.</p> <p>(3) Five years post qualification professional experience in a large power utility / organization with generation, transmission and distribution facilities.</p> <p>(4) Depending on whether the Deputy Director position is for transmission, distribution, or power procurement systems operations, the candidate should have design / planning / operational experience in one of the following areas:</p>	<p>(1) PhD holder in Power Engineering or Degree in Law on regular basis from recognized Universities / Institution.</p> <p>(2) Familiarity with electricity tariff issues and power sector reform.</p> <p>(3) Power procurement/ systems operations- competitive procurement, power least-cost planning scheduling and dispatch.</p>

Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	2	3	4
		<p>(a) <b>For the post of Deputy Director (Transmission):</b> Planning and operation with particular experience in net work reliability, stability, power quality and flows;</p> <p>(b) <b>For the post of Deputy Director (Distribution):</b> Planning and operation, network, reliability as well as commercial aspects of distribution (metering, billing, collection etc);</p> <p>(c) <b>Power Procurement / System Operations:</b> Competitive procurement, power purchase agreement, least-cost planning, scheduling, dispatch and knowledge of Law.</p> <p>(5) Computer literacy.</p> <p>(6) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p>	
17	System Manager	<p>(1) 10+2 in 1st Division with Science / Commerce / Economics or its equivalent from recognized Board/ Institution</p> <p>(2) M.Tech/ ME in Computer Science/IT on regular basis with 1st division from AICET approved University/ Institution.</p> <p>(3) Five years post qualification experience in information technology management, network management, and software development in an organization of repute.</p> <p>(4) Experience with managing employees and budgets.</p> <p>(5) Excellent communication skills.</p> <p>(6) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p>	Degree in Law or MBA in power on regular basis from recognized University/ Institution.
18	Law Officer	<p>(1) 10+2 in 1st Division with Economics/Commerce/ Science or its equivalent from recognized Board/ Institution.</p> <p>(2) Degree of Bachelor of Law (Professional) on regular basis with 60% marks from recognized University/ Institution.</p> <p>(3) Should have enrolled as an advocate with Bar Council.</p>	<p>(1) PhD or LLM / MBA (Power/Finance) from recognized University / Institution on regular basis.</p> <p>(2) Legal practice in power sector.</p> <p>(3) Graduate with Science/ Engineering/ Commerce/ Economics from a recognized University/ Institution on regular basis.</p>

Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	2	3	4
		<p>(4) A minimum of Seven years post qualification experience in managerial capacity in the upper bracket of any middle level managerial position in any reputed law firm/ suitable organization that deals inter-alia with power sector matter.</p> <p>OR</p> <p>A minimum of Seven years post qualification experience of independent practice of law or LLM degree with 1st division/ CGP 7.5 on regular basis from recognized University/ Institution with two years practice of law in any High Court and knowledge of power sector matter.</p> <p>OR</p> <p>A minimum of Seven years post qualification experience in managerial capacity in the upper bracket of any middle level managerial position in any reputed law firm/ suitable organization that deals inter-alia with power sector matter.</p> <p>OR</p> <p>A minimum of Seven years post qualification experience in any constituted Judicial Service</p> <p>OR</p> <p>A minimum of Seven years post qualification experience as Additional Director/ DA in Prosecution Department, Haryana or Law Officer in CERC/SERCs.</p> <p>OR</p> <p>A minimum of Seven years post qualification experience as Professor in the Department of Law in any recognized University /Institution.</p> <p>(5) Excellent communication skills.</p> <p>(6) Computer literacy.</p> <p>(7) Matric 1st division with Hindi/Sanskrit from recognized Board/ Institution.</p>	

Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	2	3	4
19	Deputy Director (Media)	<ul style="list-style-type: none"> <li>(1) 10+2 in 2nd Division from a recognized Board/Institution.</li> <li>(2) Graduate with Science/ Engineering/Commerce/ Economics with minimum 50% marks from a recognized University/ Institution on regular basis.</li> <li>(3) Master's degree in relevant discipline (e.g. journalism or mass communication) with 55% marks from a recognized University/ Institution.</li> <li>(4) Nine years of post qualification professional / Media experience in journalism, mass communications, or Public Relations or in an organization of repute.</li> <li>(5) Excellent communication skills.</li> <li>(6) Sound knowledge of Internet and Social Media.</li> <li>(7) Computer skills, especially word processing and presentation programs.</li> <li>(8) Outstanding knowledge in power sector/electricity matters background in financial/ economics writing/ analysis.</li> <li>(9) Matric in 1st Division with Hindi/Sanskrit from recognized Board/ Institution.</li> </ul>	Master degree from a recognized University/ Institution.
20	Deputy Secretary (Personnel)	<ul style="list-style-type: none"> <li>(1) 10+2 in 1st Division with Economic/ Commerce/Science or its equivalent from a recognized Board / Institution.</li> <li>(2) Degree of Bachelor of law (Professional) on regular basis / ,Bachelor of Engineering / Commerce/ Economics/ Science with 1st Division on regular basis from a recognized University/ Institution.</li> <li>(3) Minimum five years post qualification professional experience in Personnel management and administrative matters/ managing employees, budget and projects matters.</li> </ul>	<ul style="list-style-type: none"> <li>(1) PhD or MBA (Power/Finance) from recognized University / Institution on regular basis.</li> <li>(2) LLM or MBA (Finance/ Marketing/ Power)</li> <li>(3) Experience in a government organization.</li> <li>(4) Legal practice in power sector.</li> <li>(5) Graduate with Science/ Engineering/ Commerce/ Economics from a recognized University/ Institution on regular basis.</li> </ul>



Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	2	3	4
		<p>Or</p> <p>A minimum of Two years post qualification experience in managerial capacity in the upper bracket of any middle level managerial position in any reputed law firm/ suitable organization that deals inter-alia with power sector matter.</p> <p>OR</p> <p>A minimum of Two years post qualification experience in any constituted Judicial Service.</p> <p>(4) Excellent communication skills.</p> <p>(5) Computer literacy.</p> <p>(6) Matric with Hindi/Sanskrit from recognized Board/ Institution</p>	
21	Assistant Director (Accounts)	<p>(1) 10+2 in 1st Division with Economics/Commerce/Science from a recognized Board/Institution.</p> <p>(2) B.Com with 65% marks from recognized University/ Institution.</p> <p>(3) Ph.D in Commerce/ Finance Management OR Post Graduate degree with 75% marks in Commerce with specialization in Micro Economics / Economics OR MBA (Finance) with 75% marks on regular basis or Chartered Accountant or ICWA from a recognized University/ Institution with two year post qualification professional experience in Accounting in an Organization of repute.</p> <p>(4) Demonstrated capability in generally accepted accounting practices, financial analysis, spreadsheets.</p> <p>(5) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p>	<p>(1) MBA in Power or Degree in Law from a recognized University/ Institution.</p> <p>(2) Experience in employees and budget management.</p> <p>(3) Database capabilities</p> <p>(4) Knowledge of regulatory as well as of commercial accounting</p> <p>(5) Member of the Institute of Chartered Accountants / Institute of Cost Accountants of India.</p>
22	Senior Private Secretary	<p>(1) 10+2 or equivalent qualification with Science/Economics/ Commerce with 1st division from recognized Board/ Institution</p> <p>(2) Bachelor's Degree from a recognized University/ Institution.</p> <p>(3) Twelve years post qualification experience as Private Secretary in a organization of repute.</p>	<p>(1) Degree in Law/Engineering</p> <p>(2) Preference will be given to persons having worked in judicial/ power sector.</p> <p>(3) Diploma in Stenography in English/Hindi or ITI Stenography in English/ Hindi or Diploma in Computer Application from recognized University/Board/ Institution.</p>

Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	2	3	4
		(4) English shorthand at speed of 120 w.p.m and transcription thereof at speed of 40 w.p.m. (5) Hindi shorthand at speed of 80 w.p.m. and transcription thereof at speed of 20 w.p.m (6) Computer literacy. (7) Matric with Hindi/Sanskrit from recognized Board/ Institution.	
23	Private Secretary	(1) 10+2 or equivalent qualification with Science/ Economics/Commerce with 2nd division from recognized Board / institution. (2) Bachelor's Degree from a recognized University/ Institution. (3) Ten years post qualification experience as Personal Assistant in an organization of repute. (4) English shorthand at speed of 120 w.p.m and transcription thereof at speed of 40 w.p.m (5) Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 20 w.p.m (6) 10+2 or equivalent qualification with Science/ Economics/Commerce with 2nd division from recognized Board / institution. (7) Matric with Hindi/Sanskrit from recognized Board/ Institution.	(1) Degree in Law/Engineering (2) Preference will be given to persons working under judicial/ power sector. (3) Diploma in Stenography in English/Hindi or ITI Stenography in English/ Hindi or Diploma in Computer Application from recognized University/Board/ Institution.

**PART B**

Sr. No.	Name of the Post	Minimum and Required Qualifications and Experience, if any	Additional Desirable qualifications
1	Section Officer (Accounts)	(1) 10+2 with Economic & Commerce /Science from a recognized Board/Institution or its equivalent. (2) Subordinate Accounts Service Or B.Com with First Division from recognized university/ institution (3) Three years post qualification professional experience accounts and establishment matters in an organization of repute. (4) Excellent communication skills. (5) Computer literacy. (6) Matric with Hindi/Sanskrit from recognized Board/ Institution.	(1) One year certificate course in computer applications.

2	Personal Assistant	<p>(1) 10+2 with Economic &amp; Commerce /Science from a recognized Board/Institution or its equivalent</p> <p>(2) Graduate in law/ Science / Commerce / Economics with 2nd Division from recognized Board / University with two years post qualification experience as Sr. Scale Stenographer/ Computer Operator in a organization of repute.</p> <p>(3) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p> <p>(4) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 20 words per minute and</p>	<p>(1) Diploma in Stenography in English / Hindi or ITI Stenography in English / Hindi or Diploma in Computer Application from recognized University / Board / Institution.</p> <p>(2) Preference will be given to persons working under judicial/ power sector.</p>
3	Clerical Assistant	<p>(1) 10+2 or its equivalent with Science/ economics/ commerce with 1st division from recognized Board/ Institution</p> <p>(2) B.Sc./B.Com/BBA and B.A. with Economics.</p> <p>(3) Excellent communication skills.</p> <p>(4) Computer literacy.</p> <p>(5) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p>	LL.B or MBA (Power/Finance) from recognized University / Institution on regular basis.
4	Care Taker	<p>(1) 10+2 with Economic &amp; Commerce./Science with 1st Division from a recognized Board/Institution or its equivalent.</p> <p>(2) Bachelor of Engineering Electronics Communication/ Electrical Engineering minimum CGPA 6.20 from recognized university/ institution.</p> <p>(3) Excellent communication skills.</p> <p>(4) Knowledge of Solar System</p> <p>(5) Computer literacy</p> <p>(6) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p>	MBA (Power/Finance) from recognized University / Institution on regular basis.
4A	Cashier	<p>(1) 10+2 or its equivalent with Science/ economics/ commerce with 1st division from recognized Board / Institutions or its equivalent.</p> <p>(2) B.Sc./B.Com/BBA and B.A. with Economics with 2<sup>nd</sup> Division from recognized University / Institutions or its equivalent.</p> <p>(3) Excellent communication skills.</p> <p>(4) Computer literacy.</p> <p>(5) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p>	LL.B or MBA (Power/Finance) from recognized University / Institution on regular basis.

5	Senior Scale Stenographer	<p>(1) 10+2 with Science/ Commerce/ Economics or its equivalent with 2nd Division or its equivalent from a recognized Education Board / University or Graduate with Science/ Commerce/ Economics from a recognized University.</p> <p>(2) Diploma in Stenography English / Hindi or ITI Stenography in English / Hindi or Diploma in Computer Application from a recognized Institution / Board and University with five years post qualification experience in an organization of repute.</p> <p>(3) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p> <p>(4) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 20 words per minute and</p> <p>(5) Hindi shorthand at a speed of 60 words per minute and transcription thereof at a speed of 15 words per minute</p> <p>(6) Computer literacy</p>	Preference will be given to persons having worked in judicial/ power sector.
6	Junior Scale Stenographer	<p>(1) 10+2 with Science/ Commerce/ Economics or its equivalent with 2nd Division or its equivalent from a recognized Education Board / University or Graduate with Science/ Commerce/ Economics from a recognized University.</p> <p>(2) Diploma in Stenography English / Hindi or ITI Stenography in English / Hindi or Diploma in Computer Application from a recognized Institution / Board and University with three years post qualification experience in an organization of repute.</p> <p>(3) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p> <p>(4) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 20 words per minute and</p> <p>(5) Hindi shorthand at a speed of 60 words per minute and transcription thereof at a speed of 15 words per minute</p> <p>(6) Computer literacy</p>	Preference will be given to persons having worked in judicial/ power sector.

7	Assistant Librarian	<p>(1) 10+2 in 1st Division with Science / Commerce / Economics or its equivalent from recognized Board / University</p> <p>(2) Bachelor in Library and Information Science with 60% marks on regular basis from recognized University/ Institution</p> <p>(3) Post Graduate in Library Science subject from recognized University/ Institution.</p> <p>(4) Matric with Hindi/Sanskrit from recognized Board/ Institution</p>	Preference will be given to persons working under judicial/ power sector.
8	Driver	<p>(1) 10+2 pass or its equivalent from recognized University/ Board/ Institution</p> <p>(2) Should possess a valid driving licence.</p> <p>(3) Three years post qualification experience in driving of light vehicle with driving license (light) issued by competent authority.</p> <p>(4) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p> <p>(5) Should possess sufficient knowledge about traffic rules, maintenance of vehicles and should be able to undertake minor repair works required for normal running of the vehicle;</p>	<p>(1) 10+2 pass from recognized University/Board with Science or economic or commerce/ Engineering.</p> <p>(2) Higher educational qualification and more experience will be preferred.</p>
9	Clerk	<p>(1) Graduate with Math/ Physics/Commerce/ Economics/ Engineering from a recognized University / Institution.</p> <p>OR</p> <p>10+2 or equivalent qualification with Science/Commerce/ Economics with 1st Division from a recognized Board/ Institution.</p> <p>(2) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p> <p>(3) Hindi and English typing at a speed of 25 and 30 words per minute respectively</p> <p>(4) One year certificate course in Computer Applications from a recognized institution.</p>	Preference will be given to person working under judicial/ power sector.
10	Process Server	<p>(1) Matriculation with Hindi/Sanskrit from recognized Board/ Institution.</p> <p>(2) Passed ITI in electrical from a recognized Institution.</p>	Work experience in Power Sector
11	Peon	<p>(1) Matriculation with Hindi/Sanskrit from recognized Board/ Institution.</p>	10+2 pass with science or economic or commerce from recognized University/Board.

**APPENDIX 'B'***(See Regulation 30)***COMPETENT AUTHORITY FOR PUNISHMENT AND APPEALS**

- (a) For posts equivalent to Group A in Government of Haryana:
- |                        |   |             |
|------------------------|---|-------------|
| Appointing Authority   | : | Commission  |
| Disciplinary Authority | : | Chairperson |
| Appellate Authority    | : | Commission  |
| Reviewing Authority    | : | Commission  |
- (b) For posts equivalent to Group B and C in Government of Haryana:
- |                        |   |             |
|------------------------|---|-------------|
| Appointing Authority   | : | Chairperson |
| Disciplinary Authority | : | Chairperson |
| Appellate Authority    | : | Commission  |
| Reviewing Authority    | : | Commission  |
- (c) For posts equivalent to Group D in Government of Haryana:
- |                        |   |             |
|------------------------|---|-------------|
| Appointing Authority   | : | Secretary   |
| Disciplinary Authority | : | Secretary   |
| Appellate Authority    | : | Chairperson |
| Reviewing Authority    | : | Commission  |

**APPENDIX 'C'***(See Regulation 23)***SELECTION COMMITTEES**

1. In case of appointments to the posts equivalent to Group A in Government of Haryana, the selection committee shall comprise of the Chairperson and the Member(s) of the Commission and one or more subject matter specialists to the nominated by the Commission.
2. In case of appointments to the posts equivalent to Group B, C and D, the selection Committee shall be constituted by the Commission in each case from time to time.

**APPENDIX 'D'***(See Regulation 12, 14 & 15)***(POST WISE RECRUITMENT AND PROMOTION POLICY)****PART A**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Recruitment and Promotion Policy</b>
<b>1</b>	<b>2</b>	<b>4</b>
1	Commission's Secretary	<p>By direct recruitment</p> <p style="text-align: center;">OR</p> <p>By deputation of the officers of Indian Administrative Services or of Haryana Civil Service (Executive Branch) officers in selection Grade and above or other eligible officer in accordance with regulation 8.</p> <p style="text-align: center;">OR</p> <p>By promotion from Joint Director (Law) having minimum of five years post qualification experience as such or amongst Law Officer having seven years post qualification experience or Deputy Secretary (Personnel) / Deputy Director (Media) / System Manager (With knowledge of Administration and Accounts) having minimum of ten years post qualification experience as such or its equivalent in the Commission.</p> <p style="text-align: center;">OR</p> <p>By permanent absorption of the officer, who is already working on the post on deputation in the Commission, after completion of three years of post qualification service in the Commission. However, in case of permanent absorption of an officer, who was working as Deputy Secretary (Personnel)/ Deputy Director (Media) / System Manager as such as equivalent, in the Commission on deputation basis for the last three years and has been promoted as Secretary, the condition for serving for three years on deputation in the Commission on the post of Secretary shall not be applicable.</p>
2	Director (Tariff)	<p>By direct recruitment or</p> <p style="text-align: center;">OR</p> <p>By promotion from amongst Joint Directors (Accounts/ Economics/ Finance) having minimum of five years post qualification experience as such or equivalent in the Commission.</p> <p style="text-align: center;">OR</p> <p>By deputation.</p> <p style="text-align: center;">OR</p> <p>By permanent absorption of the officer, who is already working on the post on deputation in the Commission, after completion of three years of post qualification service in the Commission. However, in case of permanent absorption of an officer, who was working as Joint Director (Accounts / Finance / Economics) in the Commission on deputation basis for the last three years and has been promoted as Director (Tariff), the condition for serving for three years on deputation in the Commission on the post of Director (Tariff) shall not be applicable.</p>
3	Director (Technical)	<p>By direct recruitment</p> <p style="text-align: center;">OR</p> <p>By promotion from amongst Joint Directors (Transmission/ Distribution/Power Procurement) having minimum five years post qualification experience as such or equivalent in the Commission.</p> <p style="text-align: center;">OR</p> <p>By deputation</p> <p style="text-align: center;">OR</p>



Sr. No.	Name of Post	Recruitment and Promotion Policy
1	2	4
		By permanent absorption of the officer, who is already working on the post on deputation in the Commission, after completion of three years of post qualification service in the Commission. However, in case of permanent absorption of an officer, who was working as Joint Director (Transmission /Distribution/Power Procurement) in the Commission on deputation basis for the last three years and has been promoted as Director (Technical), the condition for serving for three years on deputation in the Commission on the post of Director (Technical) shall not be applicable.
4 to 6	Joint Director (Accounts) Joint Director (Economics) Joint Director (Finance)	<p>By direct recruitment</p> <p style="text-align: center;">OR</p> <p>By promotion from amongst Deputy Directors (Accounts/Finance/ Economics) having minimum of three years post qualification experience in the Commission as such or equivalent.</p> <p style="text-align: center;">OR</p> <p>By deputation</p> <p style="text-align: center;">OR</p> <p>By permanent absorption of the officer, who is already working in the Commission, after completion of two years of post qualification service in the Commission. However, in case of permanent absorption of an officer, who was working as Deputy Directors (Accounts/Finance/ Economics) in the Commission on deputation basis for the last two years and has been promoted as Joint Director (Accounts/ Finance/Economics), the condition for serving for two years on deputation in the Commission on the post of Joint Director (Accounts/ Finance/Economics) shall not be applicable.</p> <p><b>Note:</b> The Joint Director having eight years experience in the Commission and if there are no chances of his further promotion, then the officer will be designated as Additional Director without any financial benefit of the said post.</p>
7 to 9	Joint Director (Transmission)  Joint Director (Distribution) - I (Power Procurement & System Operation)  Joint Director (Distribution) -II	<p>By direct recruitment</p> <p style="text-align: center;">OR</p> <p>By promotion from amongst Deputy Directors (Transmission/ Distribution having minimum of three years post qualification experience in the Commission as such and in case of Joint Director (Power Procurement &amp; System Operation) having minimum of three years experience as System Manager in the Commission as such or its equivalent.</p> <p style="text-align: center;">OR</p> <p>By deputation</p> <p style="text-align: center;">OR</p> <p>BY permanent absorption of the officer, who is already working on the post on deputation in the Commission, after completion of two years of post qualification service in the Commission. However, in case of permanent absorption of an officer, who was working as Deputy Director (Transmission/ Distribution ) in the Commission on deputation basis for the last two years and has been promoted as Joint Director (Transmission/ Distribution/ Power Procurement &amp; System Operation), the condition for serving for two years on deputation in the Commission on the post of Joint Director (Transmission/ Distribution/ Power Procurement &amp; System Operation) shall not be applicable.</p> <p><b>Note:</b> The Joint Director having eight years experience in the Commission and if there are no chances of his/her further promotion, then the officer will be designated as Additional Director without any financial benefit of the said post.</p>

Sr. No.	Name of Post	Recruitment and Promotion Policy
1	2	4
10	Joint Director (Law)	<p>By direct recruitment</p> <p>OR</p> <p>By promotion from amongst Law Officers having minimum of three years post qualification experience in the Commission as such.</p> <p>OR</p> <p>By deputation</p> <p>OR</p> <p>By permanent absorption of the officer, who is already working on the post on deputation in the Commission, after completion of two years of post qualification service in the Commission. However in case of permanent absorption of an officer, who was working as Law Officer in the Commission on deputation basis for the last two years and has been promoted as Joint Director (Law), the condition for serving for two years on deputation in the Commission on the post of Joint Director (Law) shall not be applicable.</p> <p><b>Note:</b></p> <p>The Joint Director having eight years experience in the Commission and if there are no chances of his/her further promotion, then the officer will be designated as Additional Director without any financial benefit of the said post.</p>
11 to 13	Deputy Director (Accounts) Deputy Director (Economics) Deputy Director (Finance)	<p>By direct recruitment</p> <p>OR</p> <p>By promotion from amongst Assistant Directors having minimum of two years post qualification experience in the Commission as such or its equivalent.</p> <p>OR</p> <p>By deputation</p> <p>OR</p> <p>By permanent absorption of the officer, who is already working on post in the Commission, after completion of two years of post qualification service in the Commission. However, in case of permanent absorption of an officer, who was working as Assistant Directors in the Commission for the last two years and has been promoted as Deputy Director (Accounts/ Finance/Economics), the condition for serving for two years on deputation in the Commission on the post of Deputy Director (Accounts/ Finance/Economics) shall not be applicable.</p>
14 to 17	Deputy Director (Transmission)  Deputy Director (Distribution)-I (Power Procurement/ System operations, and Deputy Director (Distribution)-II System Manager	<p>By direct recruitment</p> <p>OR</p> <p>By deputation.</p> <p>OR</p> <p>By permanent absorption of the officer, who may be already working on the post on deputation in the Commission after completion of two years of post qualification service in the Commission.</p>
18	Law Officer	<p>By direct recruitment</p> <p>OR</p> <p>By promotion from Deputy Secretary (Personnel) having LL.B. Degree and minimum two years post qualification experience in the Commission as such.</p> <p>OR</p>

Sr. No.	Name of Post	Recruitment and Promotion Policy
1	2	4
		<p>By deputation</p> <p>OR</p> <p>By permanent absorption of the officer, who is already working on the post in the Commission, after completion of two years of post qualification service in the Commission. However in case of permanent absorption of an officer, who was working as Deputy Secretary (Personnel) or Officer in the Commission on deputation basis for the last two years and has been promoted as Law Officer, the condition for serving for two years on deputation in the Commission on the post of Deputy Secretary (Personnel) or Officer shall not be applicable.</p> <p>Note: One of the Law Officers will act as Registrar in addition to his duties without any extra remuneration.</p>
19	Deputy Director (Media)	<p>By direct recruitment</p> <p>OR</p> <p>By deputation.</p> <p>OR</p> <p>By permanent absorption of the officer, who may be already working in the Commission after completion of two years of post qualification service in the Commission.</p>
20	Deputy Secretary (Personnel)	<p>By direct recruitment</p> <p>OR</p> <p>By promotion from Assistant Director having two years post qualification experience or from Section Officer (Accounts) or its equivalent in the Commission having Degree in Law minimum of seven years experience.</p> <p>OR</p> <p>On Deputation: Having minimum of Two years experience as Under Secretary or in equivalent post in Government Department, Haryana</p> <p>OR</p> <p>By permanent absorption of the officer, who is already working on the post in the Commission, after completion of two years of post qualification service in the Commission. However in case of permanent absorption of an officer, who was working as Assistant Director or Section Officer (Accounts) or its equivalent in the Commission having Degree in Law on deputation basis for the last two years and has been promoted as Deputy Secretary (Personnel), the condition for serving for two years in the Commission on the post of Deputy Secretary (Personnel) or Officer shall not be applicable.</p>
21	Assistant Director (Accounts)	<p>By direct recruitment</p> <p>OR</p> <p>By promotion from Section Officer (Accounts) having minimum of seven years post qualification experience as such or equivalent</p> <p>OR</p> <p>By deputation</p> <p>OR</p> <p>By permanent absorption of the officer, who is already working on the post of Assistant Director in the Commission, after completion of Two year of post qualification service in the Commission. However, in case of permanent absorption of an officer, who was working as Section Officer (Accounts) in the Commission for the last two years and has been promoted as Assistant Director, the condition for serving for two years on deputation in the Commission on the post of Assistant Director shall not be applicable.</p>

Sr. No.	Name of Post	Recruitment and Promotion Policy
1	2	4
22	Senior Private Secretary	<p>By direct recruitment</p> <p>OR</p> <p>By promotion having five years post qualification experience as Private Secretary in the HERC.</p> <p>OR</p> <p>By deputation</p> <p>OR</p> <p>By permanent absorption of the officer, who may be already working on the post on deputation in the Commission after completion of three years of post qualification service in the Commission. However, in case of permanent absorption of an employee, who was working as Private Secretary in the Commission on deputation basis for the last two years and has been promoted as Senior Private Secretary, the condition for serving for two years on deputation in the Commission on the post of Assistant Director shall not be applicable</p> <p><b>Note:- A person having more than thirty years experience in administrative wing / cadre out of which ten years experience in supervisory capacity can be appointed.</b></p>
23	Private Secretary	<p>By direct recruitment</p> <p>OR</p> <p>By promotion having five years post qualification experience as Personal Assistant(s) in the HERC.</p> <p>OR</p> <p>By Deputation</p> <p>OR</p> <p>By permanent absorption of the officer, who may be already working on the post on deputation in the Commission after completion of three years of post qualification service in the Commission. However, in case of permanent absorption of an employee, who was working as Personal Assistant in the Commission on deputation basis for the last two years and has been promoted as Private Secretary, the condition for serving for two years on deputation in the Commission on the post of Private Secretary shall not be applicable.</p> <p><b>Note:- A person having more than twenty five years experience in administrative wing / cadre out of which ten years experience in supervisory capacity can be appointed.</b></p>

**PART B**

Sr. No.	Name of Post	Recruitment and Promotion policy
1	Section Officer (Accounts)	<p>By direct recruitment.</p> <p>OR</p> <p>By promotion from amongst the Care Taker/ Cashier /Clerical Assistants having five years post qualification experience as such (with knowledge of Accounts and Establishments matters), and B.Com or SAS or equivalent from a recognized University.</p> <p>OR</p> <p>By deputation.</p> <p>OR</p>

		By permanent absorption of the employee, who is already working in the Commission, after completion of three years of post qualification service in the Commission. However, in case of permanent absorption of an employee, who was working as Clerical Assistant / Care-taker / Cashier in the Commission on deputation basis for the last three years and has been promoted as Section Officer (Accounts and Establishment), the condition for serving for three years in the Commission on the post of Section Officer (Accounts and Establishment) shall not be applicable
2	Personal Assistant	<p>By direct recruitment</p> <p style="text-align: center;">OR</p> <p>By promotion having five years post qualification experience as Senior scale Stenographer in the HERC.</p> <p style="text-align: center;">OR</p> <p>By permanent absorption of the Personal Assistant, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission.</p> <p>Note: Atleast 30% of the posts of Personal Assistants could be assigned the work of Legal Assistants having the qualification of LL.B &amp; two years experience as an Advocate in the pay scale of Personal Assistant and 30% of the post of Personal Assistant could be assigned the work of Record Keeper having Graduation qualification in addition to their duties and that too without any extra remuneration..</p>
3	Clerical Assistant	<p>By direct recruitment</p> <p style="text-align: center;">OR</p> <p>By promotion amongst Care Taker / Cashier having minimum five years of post qualification experience or from Clerk having minimum seven years of post qualification experience as such (with knowledge of Accounts /Establishment work).</p> <p style="text-align: center;">OR</p> <p>By permanent absorption of the Clerical Assistant, who may be already working on the post in the Commission after completion of three years service in the Commission.</p>
4	Care Taker	<p>By direct recruitment</p> <p style="text-align: center;">OR</p> <p>By promotion from amongst Clerk's having knowledge of Communication Engineering minimum five years post qualification experience.</p> <p style="text-align: center;">OR</p> <p>By permanent absorption of the Care Taker, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission.</p>
4A	Cashier	<p>By direct recruitment</p> <p style="text-align: center;">OR</p> <p>By permanent absorption of the Cashier, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission.</p>
5	Senior Scale Stenographer	<p>By direct recruitment</p> <p style="text-align: center;">OR</p> <p>By promotion from amongst Junior Scale Stenographer having knowledge of Communication Engineering minimum five years post qualification experience.</p> <p style="text-align: center;">OR</p> <p>By permanent absorption of the Senior Scale Stenographer, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission.</p>
6	Junior Scale	By direct recruitment

	Stenographer	<p>OR</p> <p>By promotion amongst Clerk's having two years post qualification experience as such and having English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute and Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute and has passed the test conducted by the Commission</p> <p>OR</p> <p>By permanent absorption of the Junior Scale Stenographer, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission</p>
7	Assistant Librarian	<p>By direct recruitment</p> <p>OR</p> <p>By Deputation</p> <p>OR</p> <p>By permanent absorption of the Assistant Librarian, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission.</p>
8	Driver	<p>By direct recruitment</p> <p>OR</p> <p>By promotion from amongst Group D employees of the Commission who have completed five years of post qualification regular service, and having passed 10+2 with Science/ Commerce/ Economics from recognized Board/ Institution and have three years post qualification experience of driving light vehicle after obtaining driving license of light vehicle issued by competent authority and should possess sufficient knowledge about traffic rules, maintenance of vehicles and should be able to undertake minor repair works required for normal running of the vehicle;</p> <p>OR</p> <p>By permanent absorption of the Driver, who is already working on the post in the Commission after completion of three years of post qualification service in the Commission</p>
9	Clerk	<p>By direct recruitment</p> <p>OR</p> <p>(1) 20% by promotion from Class IV having five years post qualification experience as such and is having basic qualification for the post of Clerk, in the HERC.</p> <p>(2) Having typing speed of 30/25 w.p.m. in English and Hindi.</p> <p>(3) Computer literacy.</p> <p>OR</p> <p>By permanent absorption of the Clerk, who is already working on the post in the Commission after completion of three years of post qualification service in the Commission.</p> <p>Note: - The candidates / employees possessing any of the following qualification shall be exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC): -</p> <p>(i) M.Tech/B.Tech (Computers), MCA, BCA or Diploma in computers from the recognized Institution e.g. Polytechnics;</p> <p>(ii) Basic Computer Literacy certificate from any recognized centre established under the National Institution of Electronics &amp; Information Technology (NIELIT) (erstwhile DOEACC Society);</p> <p>(iii) Haryana State – Certificate in Information Technology (HS-CI) from the Authorised Learning Centres (ALCs) of the HKCL;</p> <p>(iv) Candidates / employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 years from the date of issue of such</p>

		<p>certificate by HARTRON or any other agency authorized by the Government.</p> <p>(v) Physically disabled candidates i.e. amputation of hand (Left and right), Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) either upper limbs, Declination degenerative and disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.</p> <p>Provided that these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'type test' being part of the State Eligibility Test in computer appreciation and Applications (SETC).</p>
10	Process Server	<p>By direct recruitment</p> <p style="text-align: center;">OR</p> <p>By Deputation</p> <p style="text-align: center;">OR</p> <p>By permanent absorption of the Group D, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission.</p> <p><b><u>Note:</u></b> The person working as Process Server will work as Electrician and also attend Solar System / Generator System maintenance work / complaints in addition to his duties without any extra remuneration.</p>
11	Peon	<p>By direct recruitment</p> <p style="text-align: center;">OR</p> <p>By Deputation</p> <p style="text-align: center;">OR</p> <p>By permanent absorption of the Group D, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission.</p> <p><b><u>Note:</u></b> Out of 18 peons, 15 peons will work as peon-cum-Chowkidar and two peons will work as Peon-Cum- Sweeper and one peon will work as Peon-cum- Mali in addition to his duties without any extra remuneration.</p>